



COUNTY OF PLACER
Community Development Resource Agency

John Marin, Agency Director

ADMINISTRATION

TO: Honorable Board of Supervisors
FROM: John Marin, Community Development Resource Agency Director
DATE: July 11, 2006
SUBJECT: Creation of the Department of Engineering and Surveying

Action Requested:

Approve the following actions relative to the creation of the Department of Engineering and Surveying within the Community Development Resource Agency: 1) Introduction of an Ordinance amending Chapters 2 and 3 of the Placer County Code, Attachment 1, and designating the County Executive Officer to prepare an Ordinance Summary for publishing; and 2) Approve the revised classification specification for the Director of Engineering and Surveying, Attachment 2.

Background:

On April 4, 2006, your Board approved in concept the creation of the Department of Engineering and Surveying under the Community Development Resource Agency. The actions requested of your Board today are required to complete the creation of this department.

Recommendation:

Approve the following actions relative to the creation of the Department of Engineering and Surveying within the Community Development Resource Agency (CDRA):

1. Introduction of an ordinance amending Chapters 2 and 3 of the Placer County Code, Attachment 1, and designate the County Executive Officer to prepare an Ordinance Summary for publishing;
2. Approve the revised classification specification for the Director of Engineering and Surveying, Attachment 2 (Unclassified/ADHD- CDRA);

Attachments

1. Ordinance establishing Department of Engineering and Surveying
2. Classification Specification – Director of Engineering and Surveying

Cc: Holly Heinzen, Assistant County Executive Officer
Wes Zicker, Director of Engineering and Surveying

DIRECTOR OF ENGINEERING AND SURVEYING

(Unclassified)

DEFINITION

To plan, organize and direct the activities and operations of the Engineering and Surveying Department within the Community Development/Resource Agency; to perform the duties of County Surveyor as specified in the statutes of the State of California or direct performance of those duties by a licensed surveyor; to coordinate Department activities with other departments; and to provide highly complex administrative support to the Director of the Community Development/Resource Agency.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a County department

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Director of the Community Development/ Resource Agency.

Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement Departmental goals and objectives; recommend and administer Departmental policies and procedures.

Develop and implement the assigned Department's work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive Officer and Board of Supervisors; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Engineering and Surveying budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

PLACER COUNTY
Director of Engineering and Surveying

(Page 2)

Represent the Department to County commissions and committees and outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of surveying and land development engineering.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of business correspondence and report writing.
- Budgeting procedures and techniques.

Ability to:

- Plan, direct and control the administration and operations of the Engineering and Surveying Department.
- Develop long range and short range plans.
- Interact successfully with elected officials, citizen groups and individual citizens, recognize politically sensitive issues and handle appropriately.
- Develop and implement Department policies and procedures.
- Prepare and administer a Department budget.
- Gain cooperation through discussion and persuasion.

PLACER COUNTY
Director of Engineering and Surveying

(Page 3)

- Successfully develop, control and administer Departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing, including the ability to make concise and persuasive oral presentations.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work, including relating diplomatically and effectively with elected officials.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve cost recommendations; remember personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means;
- Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in surveying or land development, including four years of administrative and management responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Additional training in management is highly desirable.

License or Certificate

- Possession of a current license as a professional civil engineer authorized to practice engineering in California and if performing duties of County Surveyor, possession of

PLACER COUNTY
Director of Engineering and Surveying

(Page 4)

a current license as a land surveyor. If such license or registration is granted by a state other than California, license or registration granted by the State of California must be obtained within six months of employment.

- May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Before the Board of Supervisors County of Placer, State of California

In the matter of: AN ORDINANCE AMENDING
ARTICLE 2.08 AND ARTICLE 2.18, AND ADDING
ARTICLE 2.38 TO CHAPTER 2, AND AMENDING
ARTICLES 3.08 AND 3.12 OF CHAPTER 3, TO
ESTABLISH DEPARTMENT OF ENGINEERING
AND SURVEYING WITHIN THE COMMUNITY
DEVELOPMENT RESOURCES AGENCY

Ord. No. _____

First Reading: _____

The following ORDINANCE was duly passed by the Board of Supervisors of the
County of Placer at a regular meeting held _____, by the
following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

Chairman, Board of Supervisors

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF
CALIFORNIA, DOES HEREBY ORDAIN as follows:

Section 1: That Article 2.08, Section 2.08.010 of Chapter 2 of the Placer County Code is hereby amended and shall read as follows:

Article 2.08

COUNTY OFFICERS GENERALLY

2.08.010 Officers created.

In addition to those officers specifically established by the Placer County Charter, these officers are created:

* * * * *

T. Director of engineering and surveying

Section 2: That Article 2.18, Sections 2.18.010 and 2.18.030 of Chapter 2 of the Placer County Code are hereby amended and shall read as follows:

Article 2.18

COMMUNITY DEVELOPMENT RESOURCE AGENCY

2.18.010 Office created.

The director, community development resource agency is hereby created. The purpose of the agency is to provide planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the departments of planning, building and land development ~~core functions such as infrastructure planning, surveying and mapping, permits and construction~~ **engineering and surveying.**

* * * * *

2.18.030 Functions--To perform duties of county surveyor.

The functions of the county surveyor shall be performed within the community development/resource agency by ~~a licensed land surveyor~~ **the Director of Engineering and Surveying or his designee. The Director, or his or her designee, shall be a licensed land surveyor or a registered civil engineer (registered prior to January 1, 1982)** having a California registration and appointed to the position, according to law, by the board of supervisors (Prior Code section 2.515). (Ord. 5373-B (part), 2005)

Section 3: That Article 2.38, is added to Chapter 2 of the Placer County Code and shall read as follows:

Article 2.38

DEPARTMENT OF ENGINEERING AND SURVEYING

Sections.

2.38.010 Created.

2.38.020 Functions--Generally

2.38.030 Duties and services generally.

2.38.040 Director of engineering and surveying

2.38.010 Created.

There is created in the county a department of engineering and surveying.

2.38.020 Functions--Generally

The department of engineering and surveying shall be responsible for land development engineering and surveying functions within the community development resource agency.

2.38.030 Duties and services generally.

The duties and services to be furnished and performed by the department of engineering and surveying shall include the following:

A. Furnish Engineering and Surveying Services. Furnish engineering review, plan checking, construction inspection, surveying and mapping services to all County agencies as ordered by the board of supervisors and county executive.

B. Acquire Property for County Purposes. Acquire property for highway and other county purposes.

C. Maintain Records. Perform accounting and other clerical duties necessary to the department of engineering and surveying.

D. Perform duties of the County Surveyor as defined by government code 27550 through 27564.

E. Perform Other Services as Directed. Perform any and all other services that may be ordered by the board of supervisors and county executive officer.

2.38.040 Director of engineering and surveying

A. Qualifications. The director of engineering and surveying shall be a person who in the opinion of the board of supervisors has had broad and considerable experience in administration and engineering and surveying. If the

director is not a registered land surveyor he or she shall appoint a duly licensed person to act as County Surveyor.

B. Administrative Head of Department. The director of engineering and surveying shall be the administrative head of the department of engineering and surveying.

C. Reports directly to the Director of the Community Development Resource Agency in all administrative matters and shall be under the control of the county executive and through him to the board of supervisors.

D. Powers and Duties--Generally. The director shall administer the department and carry out the general policies of the board in conformity with the estimate of expenditures fixed in the budget as finally adopted by the board as/or thereafter revised by appropriate action of the board.

E. Powers and Duties--Employment of Assistants. The director shall employ such assistants and employees as may be necessary in conformity with the budget and county policies and procedures with respect to personnel and subject to the approval of the board of the salary or other compensation to be paid.

F. Powers and Duties--Supervision of Personnel. The director shall have sole supervision and jurisdiction over personnel and over the assignments of personnel engaged in department work.

G. Powers and Duties--Rental and Purchases of Equipment. The director may purchase, lease, or hire such equipment as may be necessary to perform the necessary functions of the department in conformity with the budget and policies of the county with respect to purchase and rentals and subject to approval of the board as to price and rental.

Section 4: That Article 3.08, Section 3.08.070 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

Article 3.08

CIVIL SERVICE SYSTEM

3.08.070 Classified and unclassified service defined.

The civil service system of the county is divided into the unclassified and the classified service.

A. The unclassified service shall consist of:

* * * * *

115. Director of engineering and development surveying

Section 5: That Article 3.12, Section 3.12.030 of Chapter 3 of the Placer County Code is hereby amended and shall read as follows:

Article 3.12

ALLOCATIONS AND COMPENSATION

3.12.030 Unclassified service--Schedule of classifications, salary plan and grade unclassified service.

All footnotes are found at the end of this section.

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN APPENDIX -	GRADE	
	* * *	*	*	
17110	Director of Engineering and Development <u>Surveying</u>	<u>MNGT - 8</u> <u>ADHD - 1</u>	481 <u>636</u>	